

## **Certification Checklist for Out-of-State Labs**

**Your application package will not be processed and will be returned if it is missing any of the following items:**

- ☐ A completed, dated, and signed application form.
- ☐ A letter designating a laboratory director with the proprietor's signature.
- ☐ A check for the \$125.00 application fee made payable to "SCDHEC".
- ☐ Laboratory Standard Operating Procedures (SOPs) for each method.
- ☐ Quality assurance manual.
- ☐ A copy of the certificate(s) and pertinent analyte list(s) issued to the laboratory by the state certifying authority indicating certified parameters.
- ☐ For toxicity, start-up data including completed culture and test records (including reference toxicant and/or baseline data YCT, and algae preparation records), bench sheets, instrument calibration records (pH, dissolved oxygen (DO), residual chlorine, alkalinity and specific conductance) must also be submitted. Please note that the laboratory must obtain and maintain concurrent certification for the following parameters under the Clean Water Act: pH, dissolved oxygen (DO), alkalinity, specific conductance, total hardness, temperature, and residual chlorine.
- ☐ Acceptable PT sample results for each method and analyte being applied for by program area (drinking water, wastewater, solid and/or hazardous waste, etc). PT samples must be obtained from a NIST-approved provider and be part of a scheduled Water Pollution (WP) or Water Supply (WS) study.
- ☐ The last on-site evaluation report(s) issued to the laboratory by the certifying authorities and the laboratory's response to any noted deviations. This report must include the evaluation of each method requested.
- ☐ For organic and metals certification, submit compiled IDOC (Initial Demonstration of Capability), MDL (Method Detection Limit), and IDL (Instrument Detection Limit - metals only) study results by analyte and method printed on the enclosed forms. Where applicable, MDL and IDOC data must be submitted for both the primary and confirmatory techniques used for organic analysis.

**\*\* If you have any questions concerning certification or the application process, please call this office at (803) 896-0970.**